



**Thomas Ford Memorial Library – Library Board of Trustees Minutes  
November 29, 2016**

Present: Smith, Ericson, Greska, Letten, Milano, Schumm, Wenstrup  
Also present: Bodewes, Schmidt, Lewandowski

President Smith called the meeting to order at 7:03 p.m.

**MOTION: Minutes of October 25, 2016 meeting of the Board of Trustees.** Ericson moved to approve with a minor amendment the minutes of the October 25, 2016 meeting of the Board of Trustees. Greska seconded the motion. All approved.

Letten formally tendered his resignation from the Library Board of Trustees, effective December 1, 2016 due to professional relocation abroad. Smith led the Trustees in thanking Letten for his three and half years of service to the community, and wished him well in his new endeavor. Greska accepted the appointment to serve as Library Treasurer.

**Treasurer’s Report**

Letten reviewed the October 2016 financial report and vendor list. All funds are balanced. All other income and expenses were of the ordinary sort. A non-substantive correction to the report was made.

**Fund balances as of October 31, 2016 are:**

Library Operating Fund #920	\$535,062.28
Graham Trust Fund #925	\$267,863.42
Building Maintenance Fund #930	\$85,836.95
Capital Fund #970	\$115,242.89
Timber Trails Fund #950	\$115,766.66
Debt Retirement Fund #940	\$ -5,147.50

**MOTION: October 31, 2016 Vendor List**

Wenstrup moved to approve the vendor list dated October 31, 2016 totaling \$113,685.76. Schumm seconded the motion.

Roll Call:

Smith Aye

Ericson Aye

Greska Aye

Letten Aye

Milano Aye

Schumm Aye

Wenstrup Aye

All Approved.

### Librarian's Report

- The Library will be closed on Friday, December 9 for a staff in-service day. The closing will be posted on the entrance door, website, and on social media. The in-service program will focus on vision and goals for 2017.
- FY17 budget will be reported later on the agenda.
- The winter newsletter is in production and will be delivered to residents in late December. The Library has many programs and activities planned for our members to enjoy in the post-holiday weeks.
- The Library will be partnering beginning in December with LTHS's Transitions Program. The Transitions Program helps students with various disabilities learn valuable skills for the everyday demands of independent adult living. Three students will be assisting with maintaining the Library's collection materials. Teen Librarian Heather Booth will provide oversight.
- Head of Adult Services Rick Roche has announced his retirement at the end of March 2017 after 24 years of service at Thomas Ford. Transition planning is underway; the position will be posted in January. The Board expressed congratulations and appreciation to Rick. He will be missed by Library staff and community.
- Departmental reports were presented. Circulation, social media engagement, and program attendance are all way up!
- Teen Liaison Report: Renata Schmidt reported that the November Teen Board meeting was well attended. Program/project ideas being considered: Project Empathy (a student-led ongoing exchange of ideas and digital content between classrooms that have Internet access and those that do not); a fundraiser benefiting Lurie Children's Hospital to be conducted during Christmas Walk (hot cocoa to go!); Exam Cram pizza donations; Kid Passports program (Argentina first). Bodewes will follow up with Teen Library Booth to ensure that Teen activities during the Christmas Walk complement existing planned activities. The Board thanked Renata and expressed support for the Teen Board's plans. Renata excused herself from the meeting.

Visitors: There were no visitors or public comment.

Communications: Thank you notes from Field Park 1<sup>st</sup> Graders, various Youth Service appreciation notes (sneeze packs, etc.) and local blog feature (YS/sneeze packs).

### Committees:

#### **Finance**

##### **FY17 Budget**

Bodewes guided the Board through the FY17 Budget. It was noted that while the Fair Labor Standards Act, which was to go into effect December 1, 2016, has been stopped by a judge and will no longer impact full-time salaries and IMRF, it is still reflected in the budget for contingencies. Additionally, the recent Cook County minimum wage increase is exempt for non-profits and municipal bodies; the Library will honor as the Village does. The Board accepted the FY17 Budget as presented. Bodewes and Greska will attend the December 5 Village Public Hearing. The FY17 Budget and Levies will be presented to the Village Board for adoption and documents will then be forwarded by the Village to the County for filing.

##### **FY17 Levies**

Levies for FY17 in the amount of \$1,315,768 were reviewed. This represents a 2.6% increase over FY16.

**MOTION: Library Operating Fund #920 (includes \$1,056,393 plus \$54,000 FICA)**

Letten moved that a levy in the amount of \$1,100,100 be approved for the purpose of operating the Thomas Ford Memorial Library and providing FICA coverage in FY16. Milano seconded.

Roll Call:

Smith Aye

Ericson Aye

Greska Aye

Letten Aye

Milano Aye

Schumm Aye

Wenstrup Aye

All Approved.

**MOTION: Building Maintenance Fund**

Milano moved that a levy in the amount of \$126,425 be approved for the purpose of maintaining and repairing the Library building and equipment during FY17. Ericson seconded.

Roll Call:

Smith Aye

Ericson Aye

Greska Aye

Letten Aye

Milano Aye

Schumm Aye

Wenstrup Aye

All Approved.

**MOTION: Insurance**

Greska moved that a levy in the amount of \$12,200 be approved for the purpose of Directors and Officers liability, workmen's compensation, unemployment, and general liability insurance for the Library in FY17. Schumm seconded.

Roll Call:

Smith Aye

Ericson Aye

Greska Aye

Letten Aye

Milano Aye

Schumm Aye

Wenstrup Aye

All Approved.

**MOTION: IMRF**

Schumm moved that a levy in the amount of \$66,750 be approved for the purpose of providing IMRF coverage for Library employees during FY16. Wenstrup seconded.

Roll Call:

Smith Aye

Ericson Aye

Greska Aye

Letten Aye  
Milano Aye  
Schumm Aye  
Wenstrup Aye  
All Approved.

**Board Vacancy**

Bodewes confirmed with Library attorney Klein, Thorpe and Jenkins that the Board vacancy due to Letten's resignation need not be filled; the Board accepted Bodewes' recommendation that the position remain vacant. Greska will serve as Treasurer through May 2017. Steps will be taken to update bank signatories as necessary.

**Building and Grounds:** Milano

HVAC system repairs identified during regular inspection were completed by Oak Brook Mechanical. Milano reported that work on the new meeting room will commence in December/January.

**Caucus Activity Report**

Milano reported. Candidates for Village Board positions (president and clerk) have been chosen. At the November 16 Precinct meetings candidates were selected to be placed on election ballots for Library Trustees and Park Commissioners. The All Village Caucus vote will be held on November 30 at McClure Middle School. President Smith thanked Milano for attending the Caucus meetings and reporting to the Library Board.

**Personnel:** Schumm

Minutes of the October 19 committee meeting for the purpose of reviewing the draft FY17 Library budget lines as they pertain to personnel were accepted. The committee meeting was discussed and the Board accepted committee recommendations at the October Board meeting.

It was noted that the Library Director evaluation will be deferred six months to the April 2017 meeting, and conducted annually subsequently.

**Technology:** Ericson

Minutes of the October 19 meeting for the purpose of reviewing the draft FY17 Library budget lines as they pertain to technology were accepted. The committee meeting was discussed and the Board accepted committee recommendations at the October Board meeting.

**Friends:** Wenstrup

At the November 9 meeting, the Friends approved funding of various Adult, Teen and Children's programming in the amount of \$1,155. Proceeds from the Fall book/bake sale were \$2,701. Strategies to increase book sale traffic to minimize the adverse effect of bad weather on attendance and sales were discussed. Additional fundraising opportunities are also being considered. The Board thanked the Friends for their generous support.

**Foundation:** Greska

Greska reported that the annual appeal is receiving strong support. Donations have been received to date in the amount of \$7,270 (76 donors). The Foundation is excited about the upcoming completion of the Study Room. Terri Smartz has resigned from the Library Foundation as her family will be moving abroad due to

her husband's (George Letten) professional relocation. The Library Board thanked Terri for her support of the Library through the work of the Foundation, and wishes her family all the best in their new adventure.

### Old Business

#### **Board of Trustees Email Communication**

As discussed at the September meeting, to guarantee full compliance with the Illinois Open Meetings Act, it is best practice that Library related communication be conducted via Library email accounts. Procedures were reviewed; additional support (login information, etc.) will be provided to Trustees as needed.

#### **Space Utilization Project**

Greska will lead a working group in exploring ways and means for financing a major renovation of the Library's interior. The Library Foundation President, the Library Director, and Greska will meet with members of the village with project and fundraising experience. Funding options will be presented to the Library Board of Trustees at the May 2017 meeting.

#### **New Study Room**

Bodewes reported that Study Room furnishings have been ordered, and completion of the project is expected by the end of January 2017. The Board again thanked the Foundation for making possible the new Study Room, which will fill an expressed need of the community for more meeting space at the Library.

### New Business

#### **Per Capita Grant Application**

Fulfilling a requirement for the 2017 per capita grant application (submission by January 15, 2017), Board members reviewed *Chapter 6 "Access" of Service of Public 3.0: Standards for Illinois Public Libraries*. There were no questions.

#### **Local Government Travel and Expense Control Act**

Bodewes reviewed the recently enacted law, effective January 1, 2017, regarding local government travel and expenses. Bodewes will confirm that the law with IRS table is posted for library employee information. A resolution will be passed at the January meeting.

**Board of Trustee 2017 Calendar.** The 2017 calendar was presented. Any concerns should be emailed to Bodewes/Lewandowski.

Smith moved to adjourn at 8:07 p.m. Greska seconded the motion.

**The next regular meeting of the Board of Trustees will be held on Tuesday, January 24, 2017.**

Respectfully submitted,

Kathleen Lewandowski  
Recording Secretary